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Sanitized Copy Approved for Release 2010/02/22 : CIA-RDP55-00166A000200040225-0

14 May 1953

REPORT FOR THE WEEK OF 11 - 15 MAY

To: The Director of Training
From: Management Training Division

Accomplishments

The initial Records Management Training Program, sponsored jointly by the General Services Office and the Office of Training, was completed on Monday of this week. The program had its ups and downs, but it is considered to have been highly successful in getting the Records Management Program off to a good start. [redacted] were in charge of this program for the Office of Training. [redacted] was responsible for working with the General Services Office in setting up the course; [redacted] pitched in after the program was under way and saved the whole situation by giving each participant from the Agency a full dress rehearsal and short course in public speaking. The program was a success because a thoroughly cooperative attitude permeated every aspect of its execution. The average attendance at each of the eight meetings was 90.

Completed the initial phase of the H. R. Program with the second group of supervisors from FE,- 13 branch chiefs and equivalent staff.

Commenced the initial phase of the H. R. Program with the third group of supervisors from FE,- 16 section chiefs and equivalent staff.

Made a two hour presentation on the H. R. Program to overseas station chiefs in Commo and some stateside staff,- approximately 18 in the group.

Plans

Planning for three follow-up meetings in FDD in June.

Planning to commence the H. R. Program in the Office of Logistics late in July.

[redacted]
[redacted]
Chief, Management Training Division

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